



PHILIP L. BROWNING  
Director

**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

9 February 5, 2013

Board of Supervisors

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February 05, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**REQUEST FOR APPROVAL AND DELEGATED AUTHORITY FOR  
THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES TO PROCURE SERVICES AND  
FOOD ASSOCIATED WITH THE TWENTY-FIFTH ANNUAL CELEBRATION 2013**

**(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Department of Children and Family Services (DCFS) will co-host the Twenty-Fifth Annual Celebration 2013 event held in honor of DCFS and Probation high school graduates to recognize their academic achievements and pursuit of a post secondary education. DCFS works with the Internal Services Department (ISD) to procure necessary services and to support a successful event including fair and reasonable food costs for lunch and a post reception. DCFS is requesting approval from the Board to expend funds to purchase food services and refreshments required for the event.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the DCFS Director, or his designee, to sponsor and pay for costs, including food services for both lunch and post reception refreshments associated with the Twenty-fifth Annual Celebration event. DCFS has budgeted funds in the amount of \$20,000 to purchase food services to provide lunch and post reception refreshments to youth, guests, and volunteers.
2. Authorize the Director of DCFS, or his designee, to execute an Agreement with Patina Catering, or its designee, for onsite catering services at a cost not to exceed \$20,000. The funding to support the costs is available in the DCFS Adopted budget for Fiscal Year (FY) 2012-2013.
3. Delegate authority to the Director of DCFS, or designee, to procure services and the purchase of

food for FY 2013-2014, as long as the cost does not exceed \$20,000 and donors are not acquired to pay for said services. The approval of County Counsel, ISD and the Chief Executive Office (CEO) will be obtained prior to executing the payment for services and food, and the Director of DCFS will notify the Board and the CEO in writing within ten (10) business days after execution.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Board approval of the recommended actions will allow DCFS to co-host and conduct the Twenty-fifth Annual Celebration 2013 which will honor foster and probation youth for their academic achievements. Celebration is essential to the implementation of specific State and County departmental goals, specifically Self-Sufficiency. The annual event is organized at an all-inclusive venue that includes sole source vendors offering services, as well as, food and refreshment costs that compliment the target population and guests.

The 2013 Celebration event will be held on Tuesday, June 4, 2012 at the Walt Disney Concert Hall. This annual event honoring high achieving graduating high school seniors is a collaborative endeavor hosted by the Los Angeles County Board of Supervisors, the Los Angeles County Department of Children and Family Services, the Los Angeles County Department of Probation, as well as, the non-profit organization United Friends of the Children (UFC).

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal 5 (Children and Family Well-Being). Ensuring that transition age DCFS and Probation youth are introduced to, benefit from and are made aware of services that will assist them in their pursuit of higher education and ultimately their transition to self sufficiency directly supports the departmental goals of permanence, well-being, and self-sufficiency.

### **FISCAL IMPACT/FINANCING**

The Department's annual budget for Independent Living Program (ILP) services is comprised of Chafee Funding including both federal and state funds. The California Department of Social Services (CDSS) requires these funds to be used for transition age youth under the supervision of both DCFS and Probation, ages 16 through 20 that have been determined (ILP) eligible.

In collaboration with the United Friends of the Children (UFC), DCFS has committed to contribute a total of \$20,000 in Chafee funds to host Celebration 2013. The funding to support the costs is available in the annual DCFS Adopted budget for FY 2012-2013 and subsequent years if approved.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

ILP eligible transition age youth graduating from high school are eligible to benefit from ILP funding. Participation in Celebration 2013 serves as an opportunity for transition age youth to be recognized and receive educational incentives to assist in their financial commitment for a higher education. Authorization to purchase food services for lunch and post reception refreshments at a cost exceeding \$500 is requested. The cost of said service will not exceed \$20,000.

The Internal Services Department, County Counsel, and Chief Executive Office have reviewed and approved the Board letter.

### **CONTRACTING PROCESS**

The acquisition of services and food falls within the authority of the Purchasing Agent. Any such purchases will be requisitioned through, and accomplished by the Purchasing Agent in accordance with the County's purchasing policies and procedures.

Patina Catering is the sole caterer and vendor used by the Walt Disney Concert Hall. No other caterers are allowed to provide services or food at this facility. The sole source request is necessary in order to provide lunch and post reception refreshments for Celebration participants, guests, and volunteers. The participants and many of the guests and volunteers are in attendance at the event for a total of 7 hours justifying the need for food services for the event.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Celebration is an annual event that allows DCFS and Probation to acknowledge high school graduates for their academic achievements. Currently, the average number of participation is 170 graduates. Celebration also serves as an opportunity to introduce the various resources offered through the Independent Living Program to transition age youth that will further assist them in their endeavor to pursue a post secondary education and to assist them in a successful transition to self sufficiency.

### **CONCLUSION**

Approval of authorization and delegated authority to the Director of DCFS, or his designee, to sponsor and pay for costs associated with food services including lunch and post reception refreshments for high school graduates, their invited guests, and event volunteers will support transition age youth in their endeavors to pursue a post secondary education and a successful transition to self sufficiency. Your Board's approval of these recommendations will also authorize ISD, as the County Purchasing Agent, to procure services and include the provision of food/refreshment costs which are included at all-inclusive venues for FY 2012-2013.

Upon approval of this request, please instruct the Executive Officer/Clerk of the Board to send an adopted stamped copy of this Board letter to:

Department of Children and Family Services  
Procurement Services Division  
Attention: Godwin Nwugo  
501 Shatto Place, Room 301  
Los Angeles, CA 90020

Department of Probation  
Youth Development Services Division  
Attention: Michael Verner, ILP Director

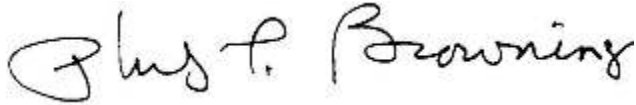
The Honorable Board of Supervisors

2/5/2013

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3530 Wilshire Blvd., Suite 400  
Los Angeles, CA 90010

Respectfully submitted,

A handwritten signature in dark ink, reading "Philip L. Browning". The signature is written in a cursive, flowing style with a large initial "P".

PHILIP L. BROWNING

Director

PLB:CMM

RS:hk

c: County Counsel  
Executive Officer, Board of Supervisors Director,  
Internal Services Department Chief Probation  
Officer  
Chief Executive Officer